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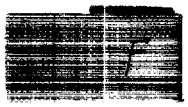
CIA RECORDS CENTER

REQUIREMENTS

Administrative - Administrative requirements of the Center entail planning, developing and directing pertinent operations to meet the needs of Agency components in controlling non-current records. Initially, these requirements include transferring, storage, protecting, servicing, and screening of records received. Subsequently, consideration is given to the preservation of records meriting permanent or extended period retention and finally the disposal of records as authorized either via destruction or gift.

Operational - Operational requirements are comparable to the basic skills required of records analysts such as knowledge of laws effecting records, the ability to distinguish between record and non-record material, current and non-current material, the ability to identify and describe a file series of records, and to interpret records disposition schedules to facilitate accessioning, storage, servicing, screening, preserving and disposal of records.



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